



## Housing Status: Eligibility Determination and Documentation Requirements

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The information applies to a Commerce contracted Lead Agency and their sub contractors:

### HPRP Eligibility Requirements

In order to receive HPRP-funded Financial Assistance and/or Housing Relocation and Stabilization Services, households must at least meet the following minimum criteria:

1. Initial Consultation & Eligibility Determination: the household must receive at least an initial consultation and eligibility assessment with a case manager or other authorized representative who can determine eligibility and the appropriate type of assistance needed;
2. Income: the household's total income must be at or below 50 percent of Area Median Income (AMI);
3. Housing Status: the household must be either homeless (for rapid re-housing assistance) **OR** at risk of losing its housing (for homelessness prevention assistance);

**AND** meet both of the following circumstances:

- a. No appropriate subsequent housing options have been identified;
- b. The household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.

HUD requires grantees and/or subgrantees to evaluate and certify the eligibility of HPRP program participants (per the above criteria) **at least once every 3 months** for all households receiving HPRP medium-term rental assistance or other HPRP services lasting longer than 3 months (e.g., case management).

This document specifies HUD requirements related to Housing Status eligibility determination and documentation, including requirements for documenting other housing options and resources. HUD requirements related to income determination and documentation for HPRP are available on HUD's web site at: <http://www.HUDHRE.info/> (see "Homeless Prevention and Rapid Re-Housing" Resources). The Income Eligibility Determination and Documentation Requirements publication contains more specific information and requirements relevant to determining what is counted as income and considered a financial resource for applicants. Therefore, grantees and subgrantees should closely review requirements specified in both HUD publications in order to fully understand HUD requirements related eligibility determination and documentation.

### **Rapid Re-Housing Eligibility**

Rapid re-housing assistance is available for persons who are homeless according to HUD's definition. Households that meet one of the following criteria in addition to the minimum requirements specified above are eligible for HPRP rapid re-housing assistance:

1. Sleeping in an emergency shelter;
2. Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks;
3. Staying in a hospital or other institution for up to 180 days but was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets,

**U.S. Department of Housing & Urban Development (HUD)**  
**Homelessness Prevention & Rapid Re-Housing Program (HPRP)**

- etc.) immediately prior to entry into the hospital or institution;
4. Graduating from, or timing out of a transitional housing program; and
  5. Victims of domestic violence.

## **U.S. Department of Housing & Urban Development (HUD) Homelessness Prevention & Rapid Re-Housing Program (HPRP)**

### **Homelessness Prevention Eligibility**

While HUD's definition of homelessness is well-understood, it can be more challenging to identify persons who are housed but who have a very high risk of becoming homeless. There are many people who are housed and have great need but would not become homeless if they did not receive assistance. HUD strongly encourages grantees and subgrantees to target prevention assistance to those households at the greatest risk of becoming homeless. To be eligible for HPRP-funded prevention assistance, grantees and subgrantees must assess and document that the household would become homeless (per the definition above) **but for** the HPRP assistance. In other words, without HPRP assistance a household would require emergency shelter or would otherwise become literally homeless.

### **Assets**

An asset is cash or items that could be converted to cash quickly and includes the real or personal property and investments that a household may possess, including assets that are owned by more than one person, but allow unrestricted access to the applicant. Assets include:

1. Amounts in checking and saving bank accounts.
2. Stocks, bonds, savings certificates, money market funds, and other investment accounts..
3. The cash value of trusts that may be withdrawn by the household.
4. IRA, Keogh and similar retirement savings accounts, even when early withdrawal will result in a penalty.
5. Lump sum receipts of cash received and accessible by household, such as inheritances, capital gains, lottery winnings, insurance settlements, and other claims.

### **Treatment of Assets**

HUD has not established requirements for how assets are to be treated and whether or what amount of assets held by an applicant household has to be spent in order to qualify for HPRP assistance or to determine the appropriate type or level of HPRP assistance.

*HUD requires grantees to determine whether an applicant household is required to spend down its assets and, if so, by how much, for the purpose of determining eligibility and the type and level of HPRP assistance. Grantees may establish a separate policy for each local Continuum of Care (CoC) where one or more subgrantees operate. In all cases, policy related to treatment of assets must be uniform across all subgrantees within a local CoC and determinations must be applied consistently to all applicant households within the CoC.*

### **Housing Status Eligibility Determination and Documentation Requirements**

Grantees and subgrantees are responsible for verifying and documenting the eligibility of all HPRP applicants prior to providing HPRP assistance and for maintaining this documentation in

**U.S. Department of Housing & Urban Development (HUD)**  
**Homelessness Prevention & Rapid Re-Housing Program (HPRP)**

the HPRP participant case file once approved for assistance. HPRP grantees may be monitored to ensure appropriate documentation is obtained and included in HPRP participants' files.

Requirements and procedures for documenting eligibility related to housing status are listed below. Documentation requirements are organized according to the following:

1. Rapid Re-Housing Eligibility Documentation for homeless persons
2. Homelessness Prevention Eligibility Documentation for persons at risk of homelessness
3. Housing Options/Resources Eligibility Documentation for all

Grantees and subgrantees must assess and document other housing options and resources for all HPRP applicants.

**U.S. Department of Housing & Urban Development (HUD)**  
**Homelessness Prevention & Rapid Re-Housing Program (HPRP)**

**1. Rapid Re-Housing Eligibility Documentation for Homeless Persons**

<b>Living Situation</b>	<b>Homeless per HPRP Criteria?</b>	<b>Acceptable Types of Documentation (<i>in order of preference</i>)</b>	<b>Documentation Requirements and Process</b>
<b>Sleeping in an Emergency Shelter</b>  Note: This only includes Emergency Shelter programs identified in the Continuum of Care's (CoC) most recent Housing Inventory Chart submitted to HUD or otherwise recognized by the CoC as part of the CoC inventory (e.g. newly established Emergency Shelters).	Yes	HMIS record of shelter stay.	<ul style="list-style-type: none"> <li>Obtain HMIS record showing shelter stay concurrent with HPRP program entry date.</li> <li>Include HMIS record in HPRP participant file.</li> </ul>
		<b>OR</b> <i>(if HMIS record cannot be obtained)</i>	
		Written homeless certification. See HPRP Homeless Certification template (located at <a href="http://www.HUDHRE.info/HPRP/">www.HUDHRE.info/HPRP/</a> ).	<ul style="list-style-type: none"> <li>Obtain signed and dated original Homeless Certification from shelter provider.</li> <li>Include Homeless Certification in HPRP participant file.</li> </ul>
		<b>OR</b> <i>(if HMIS record and HPRP Homeless Certification cannot be obtained)</i>	
		Emergency shelter provider letter.	<ul style="list-style-type: none"> <li>Obtain letter from emergency shelter provider.</li> <li><b>Letter Must:</b> <ul style="list-style-type: none"> <li>Be on shelter provider letterhead</li> <li>Identify shelter program</li> <li>Include statement verifying current shelter occupancy of HPRP participant, including most recent entry and exit (if applicable) dates.</li> <li>Be signed and dated by shelter provider</li> </ul> </li> <li>Include emergency shelter provider letter in participant file.</li> </ul>
<b>Place Not Meant for Human Habitation (e.g., cars, parks, abandoned buildings, streets/sidewalks)</b>	Yes	Written homeless certification. See HPRP Homeless Certification template (located at <a href="http://www.HUDHRE.info/HPRP/">www.HUDHRE.info/HPRP/</a> ).	<ul style="list-style-type: none"> <li>Obtain signed and dated original Homeless Certification from homeless street outreach provider.</li> <li>Include Homeless Certification in HPRP participant file.</li> </ul>
		<b>OR</b> <i>(if HPRP Homeless Certification cannot be obtained)</i>	
		Homeless street outreach provider letter.	<ul style="list-style-type: none"> <li>Obtain letter from homeless street outreach provider. The letter may be from the HPRP-funded rapid re-housing provider if the provider also provides outreach to persons on the street as part of engagement and admission activities.</li> <li><b>Letter Must</b> <ul style="list-style-type: none"> <li>Be on outreach provider letterhead</li> <li>Identify outreach program</li> <li>Include statement verifying current homeless status of</li> </ul> </li> </ul>

**U.S. Department of Housing & Urban Development (HUD)**  
**Homelessness Prevention & Rapid Re-Housing Program (HPRP)**

Living Situation	Homeless per HPRP Criteria?	Acceptable Types of Documentation <i>(in order of preference)</i>	Documentation Requirements and Process
			<ul style="list-style-type: none"> <li>○ HPRP participant <ul style="list-style-type: none"> <li>○ Be signed and dated by outreach provider</li> </ul> </li> <li>▪ Include outreach provider letter in participant file.</li> </ul>
		<b>OR</b> <i>(if HPRP Homeless Certification and provider letter cannot be obtained)</i>	
		Self-declaration of homelessness. See HPRP Self-Declaration of Housing Status template (located at <a href="http://www.HUDHRE.info/HPRP/">www.HUDHRE.info/HPRP/</a> ).	<ul style="list-style-type: none"> <li>▪ Obtain signed and dated original self-declaration from applicant.</li> <li>▪ HPRP worker must document attempt to obtain written third party verification and sign self-declaration form.</li> <li>▪ Include self-declaration in participant file.</li> </ul>
<b>Hospital or Other Institution</b>	Yes, if also meet the following two conditions:  1. stay in a hospital or other institution has been for 180 days or less  <b>AND</b>  2. was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution	Letter from hospital or other institution	<ul style="list-style-type: none"> <li>▪ Obtain letter from hospital or other institution.</li> <li>▪ <i>Letter Must:</i> <ul style="list-style-type: none"> <li>○ Be on hospital or other institution letterhead</li> <li>○ Include statement verifying current hospital/institution stay of HPRP participant</li> <li>○ Include hospital/institution admission and discharge dates verifying that stay has been for 180 days or less</li> <li>○ Be signed and dated by hospital/institution representative</li> </ul> </li> <li>▪ Include hospital/institution letter in participant file.</li> </ul>
		<b>AND</b> <i>(to verify homeless status prior to hospital or other institution admission)</i>	
		HMIS record of shelter stay <i>(if previously sleeping in emergency shelter)</i> .	<ul style="list-style-type: none"> <li>▪ Obtain HMIS record showing shelter stay concurrent with HPRP program entry date.</li> <li>▪ HMIS record must indicate shelter stay immediately prior to (i.e. the day before or same day as) hospital/institution admission date.</li> <li>▪ Include HMIS record in HPRP participant file.</li> </ul>
		<b>OR</b> <i>(if HMIS record cannot be obtained)</i>	
		Written homeless certification. See HPRP Homeless Certification template (located at <a href="http://www.HUDHRE.info/HPRP/">www.HUDHRE.info/HPRP/</a> ) <i>(if previously sleeping in emergency shelter or place not meant for human habitation)</i> .	<ul style="list-style-type: none"> <li>▪ Obtain signed and dated original Homeless Certification from shelter provider or homeless street outreach provider.</li> <li>▪ Certification must verify homelessness (residing in shelter or place not meant for human habitation) immediately prior to (i.e. the day before or same day as) hospital/institution admission date.</li> <li>▪ Include Homeless Certification in HPRP participant file.</li> </ul>
		<b>OR</b>	

**U.S. Department of Housing & Urban Development (HUD)**  
**Homelessness Prevention & Rapid Re-Housing Program (HPRP)**

Living Situation	Homeless per HPRP Criteria?	Acceptable Types of Documentation <i>(in order of preference)</i>	Documentation Requirements and Process
		<i>(if HMIS record and HPRP Homeless Certification cannot be obtained)</i>	
		Emergency shelter provider or homeless street outreach provider letter <i>(if previously sleeping in emergency shelter or place not meant for human habitation)</i> .	Obtain emergency shelter provider letter. <ul style="list-style-type: none"> <li>▪ <i>Letter Must:</i> <ul style="list-style-type: none"> <li>▪ Be on shelter provider letterhead</li> <li>▪ Identify shelter program</li> <li>▪ Include statement verifying shelter stay immediately prior to (i.e. the day before or same day as) hospital/institution admission date.</li> <li>▪ Be signed and dated by shelter provider</li> </ul> </li> <li>▪ Include documentation in HPRP participant file.</li> </ul>
		<b>OR</b> <i>(if HMIS record, HPRP Homeless Certification, or provider letter cannot be obtained)</i>	
		Self-declaration of homelessness. See HPRP Self-Declaration of Housing Status template (located at <a href="http://www.HUDHRE.info/HPRP/">www.HUDHRE.info/HPRP/</a> ) <i>(ONLY if previously sleeping in place not meant for human habitation)</i> .	<ul style="list-style-type: none"> <li>▪ Obtain signed and dated original self-declaration from applicant.</li> <li>▪ Self-declaration must verify homelessness (residing in shelter or place not meant for human habitation) immediately prior to (i.e. the day before or same day as) hospital/institution admission date.</li> <li>▪ HPRP worker must document attempt to obtain written third party verification and sign HPRP Self-Declaration form.</li> <li>▪ Include self-declaration in participant file.</li> </ul>
<b>Transitional Housing</b>  ③ Note: This only includes Transitional Housing programs serving homeless persons (per HUD's definition) and listed in the Continuum of Care's (CoC) most recent Housing Inventory Chart submitted to HUD or otherwise recognized by the CoC as part of the CoC inventory (e.g. newly established)	Yes, if graduating or timing out from Transitional Housing program	Written homeless certification. See HPRP Homeless Certification template (located at <a href="http://www.HUDHRE.info/HPRP/">www.HUDHRE.info/HPRP/</a> ).	<ul style="list-style-type: none"> <li>▪ Obtain signed and dated original Homeless Certification from transitional housing provider.</li> <li>▪ Include Homeless Certification in HPRP participant file.</li> </ul>
		<b>OR</b> <i>(if HPRP Homeless Certification cannot be obtained)</i>	
		Transitional housing provider letter.	<ul style="list-style-type: none"> <li>▪ Obtain letter from transitional housing provider.</li> <li>▪ <i>Letter Must:</i> <ul style="list-style-type: none"> <li>○ Be on transitional housing provider letterhead.</li> <li>○ Identify transitional housing program.</li> <li>○ Include statement verifying current transitional housing occupancy and of HPRP participant.</li> <li>○ Include statement verifying that HPRP applicant is graduating from or timing out of transitional housing program.</li> <li>○ Include statement verifying HPRP applicant was residing in emergency shelter or place not meant for human habitation</li> </ul> </li> </ul>

**U.S. Department of Housing & Urban Development (HUD)**  
**Homelessness Prevention & Rapid Re-Housing Program (HPRP)**

Living Situation	Homeless per HPRP Criteria?	Acceptable Types of Documentation ( <i>in order of preference</i> )	Documentation Requirements and Process
Transitional Housing programs).			<p>immediately prior to transitional housing admission.</p> <ul style="list-style-type: none"> <li>○ Be signed and dated by transitional housing provider.</li> <li>▪ Include transitional housing provider letter in participant file.</li> </ul>
<b>Domestic Violence</b>	Yes, if HPRP assistance is needed to leave domestic violence situation	Self-declaration of homelessness. See HPRP Self-Declaration of Housing Status template (located at <a href="http://www.HUDHRE.info/HPRP/">www.HUDHRE.info/HPRP/</a> ).	<ul style="list-style-type: none"> <li>▪ Obtain signed and dated original self-declaration from applicant.</li> <li>▪ HPRP worker must document attempt to obtain written third party verification and sign self-declaration form.</li> <li>▪ Include self-declaration in participant file.</li> </ul>



**U.S. Department of Housing & Urban Development (HUD)**  
**Homelessness Prevention & Rapid Re-Housing Program (HPRP)**

**2. Homelessness Prevention Eligibility Documentation for Persons At-Risk of Homelessness**

Living Situation	At Risk of Homelessness per HPRP Criteria?	Acceptable Types of Documentation (Acceptable documentation depends on what factors grantees and subgrantees select to determine whether an applicant will lose their housing <i>but for</i> HPRP assistance. The following list is not all inclusive.)	Documentation Requirements and Process
<b>Current living situation including:</b>  -Rented by Applicant  -Owned by Applicant  -Other Housing Occupied by Applicant without Paying Rent (including housing shared with friends or family)  -Hospital or other institution  -Hotels or Motels not paid for by Federal, State or local government or charitable programs	Yes, but only if without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)	Copy of eviction notice from landlord/property manager of unit or court order based on eviction action that notifies the applicant that they must leave AND Copy of lease naming applicant as leaseholder.	<ul style="list-style-type: none"> <li>▪ Obtain copy of eviction notice (typed or handwritten) or court order AND copy of lease.</li> <li>▪ <i>Eviction Notice/Court Order Must:</i> <ul style="list-style-type: none"> <li>○ Identify the HPRP applicant and unit where HPRP applicant is the leaseholder</li> <li>○ Indicate that applicant must leave their housing</li> <li>○ Be signed and dated by owner/landlord or court</li> </ul> </li> <li>▪ Include eviction notice or court order and copy of lease in participant file.</li> </ul>
		Copy of notice indicating building in which applicant is renting or otherwise residing is being foreclosed on AND Copy of lease naming applicant as leaseholder.	<ul style="list-style-type: none"> <li>▪ Obtain copy of foreclosure notice (may including notice from landlord/property manager, court, published in local newspaper or other print or on-line public record documentation) AND copy of lease.</li> <li>▪ <i>Foreclosure Notice Must:</i> <ul style="list-style-type: none"> <li>○ Identify the building or unit where HPRP applicant is the leaseholder or is otherwise residing</li> <li>○ Indicate that housing is being foreclosed on</li> <li>○ If written notice to applicant, be signed and dated by the landlord or property manager.</li> </ul> </li> <li>▪ Include notice and copy of lease in participant file.</li> </ul>
		Copy of eviction letter from host family or friend who owns or rents the housing that notifies the applicant that they must leave AND Copy of lease naming host family/friend as leaseholder	<ul style="list-style-type: none"> <li>▪ Obtain copy of eviction letter (typed or handwritten) AND copy of lease.</li> <li>▪ <i>Eviction Letter Must:</i> <ul style="list-style-type: none"> <li>○ Identify the HPRP applicant and unit where HPRP applicant is residing</li> <li>○ Indicate that applicant must leave owner's/renter's housing</li> <li>○ Be signed and dated by the host owner/renter</li> </ul> </li> <li>▪ Include eviction letter and copy of lease in participant file.</li> </ul>

**U.S. Department of Housing & Urban Development (HUD)**  
**Homelessness Prevention & Rapid Re-Housing Program (HPRP)**

Living Situation	At Risk of Homelessness per HPRP Criteria?	Acceptable Types of Documentation (Acceptable documentation depends on what factors grantees and subgrantees select to determine whether an applicant will lose their housing <i>but for</i> HPRP assistance. The following list is not all inclusive.)	Documentation Requirements and Process
		Copy of utility shut-off notice from utility company.	<ul style="list-style-type: none"> <li>▪ Obtain copy of utility shut-off notice.</li> <li>▪ <i>Shut-Off Notice Must:</i> <ul style="list-style-type: none"> <li>○ Identify the HPRP applicant and unit where HPRP applicant is the leaseholder</li> <li>○ Indicate that utility shut off/disconnection is imminent (e.g within XX days) will be shut-off</li> <li>○ Be signed and dated by utility company representative and/or include utility company contact information</li> </ul> </li> <li>▪ Include utility shut-off notice in participant file.</li> </ul>
		Copy of notice from landlord/property manager, public health, code enforcement, fire marshal, child welfare or other government entity that housing is condemned AND Copy of lease naming applicant as leaseholder.	<ul style="list-style-type: none"> <li>▪ Obtain copy of notice (may include notice published in local newspaper or government jurisdiction's website) AND copy of lease.</li> <li>▪ <i>Notice Must:</i> <ul style="list-style-type: none"> <li>○ Identify the building or unit where HPRP applicant is the leaseholder or is otherwise residing</li> <li>○ Indicate that housing is condemned (i.e., unfit for human habitation)</li> <li>○ If written notice, be signed and dated by the landlord, property manager, public health, code enforcement, fire marshal, child welfare or other government entity.</li> </ul> </li> <li>▪ Include notice and copy of lease in participant file.</li> </ul>
		Copy of foreclosure notice from lending institution	<ul style="list-style-type: none"> <li>▪ Obtain copy of foreclosure notice.</li> <li>▪ <i>Foreclosure Notice Must:</i> <ul style="list-style-type: none"> <li>○ Be on financial institution letterhead</li> <li>○ Identify the HPRP applicant and residence where HPRP applicant is the homeowner</li> <li>○ Indicate that applicant must leave their housing</li> <li>○ Be signed and dated by financial institution</li> </ul> </li> <li>▪ Include foreclosure notice in participant file.</li> </ul>

**U.S. Department of Housing & Urban Development (HUD)  
Homelessness Prevention & Rapid Re-Housing Program (HPRP)**

Living Situation	At Risk of Homelessness per HPRP Criteria?	Acceptable Types of Documentation (Acceptable documentation depends on what factors grantees and subgrantees select to determine whether an applicant will lose their housing <i>but for</i> HPRP assistance. The following list is not all inclusive.)	Documentation Requirements and Process
		Written statement from hospital or other institution	<ul style="list-style-type: none"> <li>▪ Obtain letter from hospital or other institution.</li> <li>▪ <i>Letter Must:</i> <ul style="list-style-type: none"> <li>○ Be on hospital or other institution letterhead</li> <li>○ Include statement verifying current hospital/institution stay of HPRP applicant</li> <li>○ Indicate the individual has no housing (other than emergency shelter) to return to upon discharge.</li> <li>○ Indicate the institution has followed all appropriate discharge procedures and cannot find housing for the individual.</li> <li>○ Be signed and dated by hospital/institution representative</li> </ul> </li> <li>▪ Include hospital/institution letter in participant file.</li> </ul>
		Self-declaration. See HPRP Self-Declaration of Housing Status template (located at <a href="http://www.HUDHRE.info/HPRP/">www.HUDHRE.info/HPRP/</a> ).  <i>NOTE: Self-Declaration is only acceptable if third party documentation cannot be obtained.</i>	<ul style="list-style-type: none"> <li>▪ Obtain signed and dated original self-declaration from applicant.</li> <li>▪ HPRP worker must document attempt to obtain third party documentation and sign self-declaration form.</li> <li>▪ Include self-declaration in participant file.</li> </ul>

**U.S. Department of Housing & Urban Development (HUD)**  
**Homelessness Prevention & Rapid Re-Housing Program (HPRP)**

**3. Housing Options/Resources Eligibility Documentation (required for all HPRP applicants)**

***Note: Grantees and subgrantees must assess and document other housing options and resources for all HPRP applicants, whether applying for rapid re-housing or homelessness prevention assistance.***

Housing Options and Resources	Meets HPRP Requirements?	Acceptable Types of Documentation	Documentation Requirements and Process
<b>Other Subsequent Housing Options</b>	Yes, if no appropriate subsequent housing options have been identified	Assessment of housing options by HPRP case manager or other authorized HPRP staff	<ul style="list-style-type: none"> <li>▪ Assess with applicant all other appropriate (i.e., safe, affordable, available) subsequent housing options.</li> <li>▪ Verify that no other appropriate subsequent housing options are available.</li> <li>▪ <i>Assessment Must</i> <ul style="list-style-type: none"> <li>○ Be documented by HPRP case manager or other authorized staff.</li> <li>○ Include assessment summary or other statement indicating that applicant has no other appropriate housing options.</li> <li>○ Be signed and dated by HPRP case manager or other authorized HPRP staff.</li> </ul> </li> <li>▪ Include assessment and verification of no other subsequent housing options in participant case file.</li> </ul>
<b>AND</b>			
<b>Financial Resources and Support Networks</b>	Yes, if the participant lacks the financial resources and support networks needed to obtain immediate housing or remain in their existing housing	Assessment of financial resources and support networks by HPRP case manager or other authorized HPRP staff.	<ul style="list-style-type: none"> <li>▪ Assess with applicant all financial resources AND support networks (i.e., friends, family or other personal sources of financial or material support)</li> <li>▪ Verify that applicant lacks financial resources and support networks to obtain other appropriate subsequent housing or remain in their housing.</li> <li>▪ <i>Assessment Must</i> <ul style="list-style-type: none"> <li>○ Be documented by HPRP case manager or other authorized staff.</li> <li>○ Include review of current account balances in checking and savings accounts held by applicant household.</li> <li>○ Include assessment summary or other statement indicating that applicant lacks financial resources and support networks to obtain other appropriate subsequent housing or remain in their housing.</li> <li>○ Be signed and dated by HPRP case manager or other authorized HPRP staff</li> </ul> </li> <li>▪ Include assessment and verification of insufficient financial resources and support networks in participant case file.</li> </ul>